



MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
EXECUTIVE COMMITTEE

September 13, 2006  
2:00 PM

ROOM 324A, RUG ROOM  
MARIN COUNTY CIVIC CENTER  
3501 CIVIC CENTER DRIVE  
SAN RAFAEL, CALIFORNIA

**MEETING MINUTES**

Members Present: Peter Breen, Town of San Anselmo  
Cynthia Murray, Marin County Board of Supervisors  
Alice Fredericks, Town of Tiburon  
Steve Kinsey, Chair, Transportation Authority of Marin  
Carol Dillon-Knutson, City of Novato  
Joan Lundstrom, City of Larkspur

Commissioner Members Absent: Al Boro, City of San Rafael  
Lew Tremaine, Town of Fairfax

Staff Members Present: Dianne Steinhauser, Executive Director  
David Chan, Programming Manager  
Li Zhang, Finance Manager  
Nolte support team

*Chair Steve Kinsey called the meeting to order at 2:05 p.m.*

**1. Chair's Report**

Chair Kinsey reported on MTC activity. The regional competitive TLC grants were reviewed at a committee level today ; none of the Marin County projects were selected. He stated that he and Ms. Steinhauser will meet with staff to better understand what can be done to become more competitive in acquiring these monies. This is the second time that TAM has been rejected for these funds.

He said that he hoped everyone enjoyed the August recess.

**2. Commissioner Comments**

None.

**3. Executive Director's Report**

Executive Director Dianne Steinhauser introduced Megan Wintermute from the County's Department of Public Works who substituted for Denise Merleno who was away on family business. Ms. Steinhauser introduced Li Zhang, the newly-hired Finance Director for TAM. Ms. Zhang has a well-established background in accounting and economics as well as transportation funding and has worked at the Metropolitan Transportation Commission (MTC) and the San Mateo Transportation District (Samtrans).

Ms. Steinhauser advised that Ms. Zhang will begin reporting in October on a quarterly basis regarding TAM's finances. Chair Kinsey welcomed Ms. Zhang.

Ms. Steinhauser stated that TAM worked with the Marin County Transit District (MCTD) and on August 24, 2006 a small-operator forum was held with ten of the small regional operators in attendance along with senior management from MTC. The purpose was to bring to MTC's attention the needs of small transit operators and their inability to benefit from the large-scale money that MTC is investing in connectivity. The discussion was well received by MTC staff. Ms. Steinhauser reported that if the infrastructure bond passes and there is a glut of transit money, the hope is that some of that money will be available for use on these operators' outstanding capital projects and ongoing baseline operating needs which continually prove to be a struggle.

Ms. Steinhauser said that the above mentioned infrastructure bond would be discussed later in the meeting.

Chair Kinsey asked Ms. Steinhauser to update the group on the community-based transportation planning processes including the ones gearing up in the San Rafael Canal area and in Marin City. She told the committee that this item will be agendaized for the TAM Board meeting in September. The final draft for the plan in the Canal Neighborhood was approved by the Canal Stakeholders Committee in late August and will be presented to the San Rafael City Council for their approval during the week of September 18. Ms. Steinhauser stated that TAM consultant Wilbur Smith Associates did a good job on this project and will be assisting with the Marin City plan as well. She added that San Rafael's planning staff put in quite a bit of extra work in order to ensure the success of the Canal plan but that that level of commitment has not been received from the county's planning staff. So, TAM's new planning manager will be the one to manage the Marin City project more directly. The Marin City plan process began when TAM staff attended the Community Service District meeting last week and obtained an agreement from that group to serve as a sounding board for this process and to give them regular status updates. TAM staff, in conjunction with staff from Supervisor McGlashan's office, developed a list of key stakeholder groups in that committee. They will be invited to send a representative to one of two introductory meetings to discuss the process on either the evening of September 25 or the 26. After that, TAM will ask for volunteers to serve on the stakeholder group who will, ultimately, shape the process.

Chair Kinsey stated that the Grassroots Leadership Network was used to facilitate the planning process in the Canal neighborhood and asked Ms. Steinhauser if a similar local-based group will be used in the Marin City neighborhood. Ms. Steinhauser replied that there was discussion on this topic but no one group has been pinpointed. Ms. Carey Lando, a Senior Planning for TAM who is working on this project, stated that the Grassroots Leadership Network would be happy to assist and advise in finding a community-based group specifically situated in Marin City to help with this project. Chair Kinsey asked if TAM had involved a Marin City-based community organization, to which Ms. Lando responded that there are several such organizations and that TAM is hoping that, at the upcoming meetings of September 25/26, community leaders would be able to suggest which organization(s) would be most appropriate.

Commissioner Breen suggested that there is not a "one size fits all" in terms of the planning process for this type of a program and that, probably, there are a number of different dynamics that will need to be considered for Marin City that may be different from the Canal area. Chair Kinsey agreed with Commissioner Breen's comments and stated that every community needs to tailor its program to fit its needs.

Commissioner Alice Fredericks stated that she followed MCTD when they met with various communities regarding changes it was making. She noted that the meeting room was overflowing with Canal area residents when MCTD met with them while only a handful of Marin City residents attended the meeting that MCTD held for that community. She added that there is a different set of dynamics that TAM staff will need to consider when engaging residents of that neighborhood.

ED Steinhauser concluded her report.

#### **4. Approval of Minutes from July 12, 2006 Meeting**

Chair Kinsey asked for a motion for approval of the minutes from the meeting of July 12, 2006. Commissioner Fredericks asked that a correction be made on page 2 to read, "Chair Kinsey welcomed Commissioner Carole Dillon-Knutson and Brad Breithaupt." Commissioner Dillon-Knutson asked for a correction to be made as to the spelling of her first name to include an "e". Commissioner Fredericks stated that her name was listed twice in the "Members Present" section at the beginning of the meeting minutes. Noting these corrections, the minutes from July 12, 2006 were approved.

#### **5. Infrastructure Bond Priorities (Action)**

ED Steinhauser began by saying that many of the categories included in the Infrastructure Bond are still under development with regard to eligibility and how the funds will be managed. She added that TAM has much to gain by supporting the Transportation Bonds. The staff report requests the committee's support for a support position for Propositions 1A and 1B. Proposition 1A is the "permanent" protection of Proposition 42 sales tax revenues from being suspended by the Governor and legislature. While it does not eliminate the suspension provisions completely, it does change them. Proposition 1B, the Transportation Bond Act, has the potential of providing the County of Marin with millions of dollars. The report does not ask this group to prioritize the projects but rather asks for support for the ballot propositions. Ms. Steinhauser will report back to this group at a later date, as discussions transpire, with suggestions as to the best candidate(s) to compete for the biggest pot – the Corridor Mobility Improvement Account (CMIA) – of which there is a lot of discussion as to how the \$4.5 billion will be shared.

Once the bond passes on November 7, the region will need to act quickly to develop a competitive list of candidates. This will be focused on the CMA's working with MTC and Caltrans to reach agreement by January 15, 2007. It is on this date that all the candidates need to be in to the CTC for consideration in the \$4.5 billion CMIA program. Note that sixty percent of the money from the CMIA must be given to projects in southern California with the remaining forty percent going to northern California. Forty percent of \$4.5 billion dollars is \$1.8 billion. The Bay Area would like it all, but in all likelihood, will be given only a portion of it. Part of the screening of candidates will be on performance factors. Alluded to in the legislation, these performance measures include congestion reduction, safety improvement, closing gaps and eliminating substandard facilities. On congestion alone, the Marin/Sonoma Highway 101 Corridor is the second-most congested corridor in the Bay Area. TAM, in combination with the transportation authorities in Sonoma, Mendocino, and Lake Counties are attempting to put together a small but meaningful master plan for everything that needs to be done on the Highway 101 corridor from Marin through Sonoma and into Mendocino Counties. The need in this corridor alone approaches the total available to the Bay Area.

In order to be eligible for the CMIA Program funds, the project must be on the state-highway system TAM has a number of them, i.e. Highways 580, 101, 131, and 1. Ms. Steinhauser said that she and

Suzanne Wilford of the Sonoma County Transportation Authority are participating in the regional discussions in order to get funding for additional improvements in the Greenbrae 580/101 and in addressing the Marin Sonoma Narrows and the widening of Highway 101 through Sonoma County. All of these projects fall within the timing parameters of this program which will be a critical screening item for eligibility. The CTC must decide by March 1, 2007 where to place this \$4.5 billion. However, there is some discussion about them not programming the entire amount pending projects refining their scopes, schedules, and costs. The one caveat they'll hold true on, probably, is that the legislation requires that a project must go to construction by December 2012. They are considering creating a deadline for projects to go to construction by December 2011 so if a deadline is missed, there will be shelf projects that can move forward to claim the funds. There are elements regarding issuance of the bond that remain unclear, namely how will the flow of funds be affected by the other five bonds that are on the ballot. The Treasurer maintains that this will not be an issue. Lastly, TAM has participated in trying to shape the rules for the state/local partnership program so that Marin's category of investment in major and local roads, approximately \$90 million of its sales tax, can compete in this program. A working group has been developing criteria for this program in advance of the Legislature adopting necessary criteria in next year's legislative session.

Ms. Steinhauser mentioned that TAM is also trying to compete for trade corridor funding. She said that the truck traffic on the Highway 101 corridor is fairly heavy at approximately 10%, which resulted in her request for funding from the Trade Corridors Improvement Fund. Unfortunately, trucking corridors such as Marin-Sonoma 101 will have a hard time competing for this nearly \$3 Billion in funding, as the competition is between whether the Port of Oakland can get any of the money that is slated for the Ports of Long Beach and Los Angeles. The Bay Area is focusing its effort along Highway 880 and 580 out to the Central Valley. A likely 50% match is required which will be difficult for most CMAs to come up with. Based on this, TAM is not able to compete for money from this fund.

She referenced the part of the staff report that mentioned funding TAM is expecting to receive from STIP, Local Streets and Roads and STA. She finished by asking the committee's support for a support position for Propositions 1A and 1B.

Commissioner Breen said that the Santa Rosa Press Democrat ran an article that took a less than optimistic view of the passage of the I-Bond. Ms. Steinhauser responded by saying that polling had been done around the state, with some evidence that the transportation bond is the strongest of the bond group.

Commissioner Lundstrom said that the ports, Long Beach and Oakland, are big employment generators, and she thinks that industry will put money behind it since it is such a big economic generator for the entire state.

Commissioner Murray stated that, based on the information she has seen, the housing bond is the only one that appears to be in trouble. She added that she recently participated in a presentation on this from a consultant involved in the campaign and this consultant was feeling very confident on the transportation bond. One thing that was stressed was that they're in the process of determining local benefits which is a difficult issue when looking at a statewide measure.

Commissioner Lundstrom motioned to support a support position on Propositions 1A and 1B and the motion was seconded. Since all committee members who were present were in favor and none were opposed, the motion passed and the committee recommended support for these two propositions.

Ms. Steinhauser stated that she would make her self available, in October, to Marin's councils, advocacy groups and others to explain the bond measures and the status of current discussions.

## **6. Crossing Guard Status Report - (Discussion)**

Hank Haugse, a consultant to TAM, reported that the program began on August 21 with a couple of schools, with all schools opening during the week of August 28. Of the 54 approved locations, All City Management Services is staffing 42 under TAM's contract and an additional 12 in Novato under that city's contract. Of the 42 under TAM's contract, there are 8 that are transition sites. In some cases, the school employees continue to staff them but will transition to All City staff in the coming months. Some have volunteers staffing the sites; this may or may not continue. One site needs to be retested due to an error in the data; however, it is a very busy location and Mr. Haugse believes that it will remain in the program.

He added that TAM staff worked with the superintendent of schools to establish communication protocol in case a principal had a problem with a crossing guard or in case a parent has an issue. The principal will contact All City directly and the local representative to address the problem. If the issue remains unresolved, All City management will be contacted and ultimately Mr. Haugse, acting on behalf of Ms. Steinhauser, will be contacted.

In response to a question from Chair Kinsey regarding the initial concern about the possible lack of qualified employees and the ability to retain them, Mr. Haugse said that there was a small amount of turnover in the beginning of the program, but the program has since stabilized.

Chair Kinsey asked if there are metrics in place to measure this program's performance. Mr. Haugse replied that the sites were selected based on a certain level of performance and will be tested over time in order to ensure maintenance of that level of performance. An example of the type of metric used would be to have at least 30/40 students at a location during the peak hour. Ms. Steinhauser added that the principals, superintendents, and in some cases, the police are giving us the best reports of whether this program is working or not. She added that she has met with the All City field supervisor/ trainer, who hired and trained the guards for this program, and she believes that he has done an outstanding job to date.

Chair Kinsey said that he believes that the combination of the Safe Routes to School Program and the Crossing Guard Program should ensure a measurable increase in pedestrian activity.

Commissioner Murray asked how this program is being publicized as a way that Measure A money is being spent. She would like to see more of this done. Ms. Steinhauser responded by saying that the Marin Independent Journal published a positive article on this program. Commissioner Murray suggested looking into the weekly publications throughout Marin. She added that coordination should take place between the path of travel for the bus stops and the school crossings.

Chair Kinsey suggested that the local schools, who have their own papers and newsletters, could acknowledge the Measure A funds.

Commissioner Lundstrom said that the Superintendent of Larkspur is pleased that the county is handling the hiring of the guards along with the standardized training criteria and background checks. She also suggested that measurements be taken immediately since Larkspur has added more than 130 new students this year and asked if it is possible to request a crossing guard for this newly congested area. Ms. Steinhauser replied that there is a reserve built into the program and that staff will review needs in Larkspur.

A member of the public suggested including the amount of vehicle traffic that drops off/picks up students when conducting a performance assessment. If this program is successful in creating safe pathways to school, the number of parents in cars should decrease.

Commissioner Fredericks suggested emphasizing the need for carpooling to/from schools. Ms. Steinhauser replied that carpooling is an aspect of the Safe Routes program that will be addressed in more detail in the coming year.

## **7. Announcement of Upcoming Calls for Projects (Discussion)**

Mr. David Chan, TAM's Programming Manager, stated that there is a good opportunity for TAM to fund the type of projects that were mentioned earlier in this meeting. He provided to the committee a matrix of three programs in which TAM will be issuing a call for projects; they are the TFCA local program, the TDA Article 3 Program and the Regional Bike/Ped Program. These three programs that TAM will be issuing a call for projects on in late September are comprised of much more money than Marin has seen in the past. The TFCA is \$350,000 which is the normal annual rate. However estimated available funds for the TDA Article 3 Program are approximately \$611,000 instead of the normal annual rate of a little over \$200,000. The reason for this increase is because Novato cancelled a project (commuter bike lane project along Enfrente Rd.) and the \$400,000 is being returned to Marin for re-programming. Lastly there is \$875,000 in RBPP money.

Mr. Chan said that TAM is issuing a single Call for Projects. While challenging, this is meant to aid local jurisdiction staff, particularly the public works directors in reducing administrative workload by submitting only one application instead of three which is the norm. The challenges come in that the funding is available at different times and there are different constraints and requirements with each fund. Also, each fund is allowed to fund only certain types of projects. Mr. Chan envisions issuing a call with a common denominator for all the applications, and deciding which applications fit which funding sources once all applications are received. At that point, TAM staff will go back to the local agency and ask for the specific information for that funding source so that they're not required to complete repetitive applications. However, the caveat, in addition to reconciling all these challenges, is to make sure that TAM receives good projects and a sufficient number of projects.

Commissioner Murray asked if weighting criteria will be developed to rate the projects since the money is so limited. Ms. Steinhauser replied that some of the criteria is driven by the source of the funds. If TAM gets a high number of candidates that surpass the available funds, it will develop a more structured screening process that may involve a small group assembled to work with TAM on it. Ms. Steinhauser added that Mr. Chan's message is an important one since TAM is attempting to cut back on the "bureaucratic load" and do as many fund sources at the same time as is possible. TAM staff noted that additional funding is anticipated next spring and there is an interest in keeping a continuous cycle of aggregated calls for projects.

Commissioner Lundstrom said that Mr. Chan's idea was an excellent one and asked him to keep in mind that only the larger cities have staff to work on projects such as this. She encouraged him to continue to try to simplify the procedure for smaller cities who have limited staff. Additionally, she stated that she would like to see school connectivity considered in these projects.

Commissioner Breen followed up on Commissioner Lundstrom's comments by saying that San Anselmo has put aside all the public works projects for the year since its staff is dealing very heavily with FEMA on flood control. He is concerned about the smaller communities being disenfranchised.

Commissioner Murray suggested that on-line, easy-to-complete templates might make it easier for people to complete the paperwork. She also suggested that curb-cuts and other mobility enhancers are going to become crucial for the growing number of Marin residents who are aging.

Chair Kinsey commended David for devising a plan to make it easier for Marin's cities and towns to be able to understand and participate in the process.

Commissioner Breen suggested dividing the project into several phases so that an initial cut could take place early in the process. This would prevent the smaller cities without resources from putting a lot of time and effort into the process if they are not a strong contender.

## **8. Announcement of RFQ for Local On-Call Project Support**

ED Steinhauser stated that she participates monthly with the public works directors and is struck by their significant workload, from dealing with ADA compliance issues, aging sewer systems that need to be replaced, and FEMA storm recovery. As a result, the idea of on-call support arose in which a number of consultants are pre-qualified for the local agencies to use. A simple agreement between TAM and a Marin city or town can be made and the support consultant can be brought on board easily and quickly. The consultant provides the service to the local jurisdiction and the funds are approved (and need to be in place) along with the agreement. This is a simple way to short-cut an RFP process for each and every project at the local level, and is a service that TAM would like to provide as the CMA. Ms. Steinhauser added that if it becomes an extensive workload, a small percentage of the funds may be required in order to manage the contracts.

Commissioner Murray said that she supports the idea whole-heartedly. She added that oftentimes, the need for a consultant is repetitive in nature and that there may be a way to log frequently asked questions and answers so that the technical information could be turned into a procedures manual. This manual may then preclude the need to hire a consultant when it comes to a more common need.

Commissioner Lundstrom agreed that it is a good idea.

Commissioner Dillon-Knutson asked how TAM would avoid being accused of discrimination by an outside firm who was not selected to be part of the pool. Ms. Steinhauser responded that a firm who is reasonably qualified will be put on the list. The list would be good for two years and then reopened for others to join in.

Chair Kinsey asked for a motion to support this idea which was received and seconded. The Executive Committee supported the proposal moving forward.

## **9. Highway 101 Status Report (Discussion)**

Chair Kinsey began this item by stating that the CTC approved, last week, the funds for studying a transit hub in the northern part of Marin County. He added that part of this report began this morning when Ms. Steinhauser and he toured, via helicopter, the congestion and traffic patterns in Marin County. This trip was funded through the Greenbrae Corridor RM2 project since their attention was focused on the area around Sir Francis Drake Boulevard.

Ms. Steinhauser added that the westbound movement on Sir Francis Drake Blvd. on the new lane recently opened near the Hwy 101 Interchange, is moving smoothly since that project is complete.

Connie Preston, a consultant to TAM, reported that work on Segment 3 is proceeding as planned. The work on relocating Francisco Boulevard West is nearing completion. A milestone celebration is being planned for October 27 for that roadway as a thank you to the businesses for their patience.

She also stated that work on the bridgework foundation has started and widening work of the highway will begin once Francisco Blvd. West is completed.

The design work for the bike path and sound wall are in its final stages for the Puerto Suello Hill project. Environmental permits and clearance are in place. There are a couple of issues centering on right-of-way and utilities that should be cleared up shortly. The plan is for CTC to approve remaining necessary funding in October.

Ms. Steinhauser added that TAM believed it had authorization from SMART to build the path on a couple of very small tracts of future SMART right of way along the train track corridor along Lincoln Avenue. However, that is not the case. In a last minute attempt to keep this project on track, TAM drew up a proposal that SMART and its attorneys have "relatively" accepted but it needs to be presented to the SMART Board next Wednesday for approval. It has been agendaized but will be preceded by a closed session since it is a right-of-way acquisition issue. Any actions that arise from that closed session will be considered by the SMART Board during the open session of that meeting. She said that she strongly encouraged TAM's Board members who also sit on the SMART Board to support the proposal to give TAM an entry to construct.

Ms. Steinhauser commended Ms. Preston of Vali Cooper, the entire Nolte team, and Caltrans for their hard work on this project.

Chair Kinsey agreed with Ms. Steinhauser on her commendation and also stated that he and Mayor Boro will be going to Sacramento to make a request for a design exception so that that the sound wall on the east side of Highway 101 near the Dominican area be allowed to remain intact.

## **10. Open Time for Public Expression**

A member of the public asked if TAM staff found new office space. Ms. Steinhauser added that the search has been put on hold until a new General Manager for MCTD is hired since they will share the space.

Chair Kinsey made an announcement that interviews will be conducted for the Legislative Support Consultant position on Friday, September 15.

Chair Kinsey asked Ms. Steinhauser for her availability in order to conduct her performance review. She responded that December would be a good time.

There was no further public comment.

*Chair Kinsey adjourned the Executive Committee.*